

SECRET

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

25X1A

No. [REDACTED]

19 February 1970

To: All Training Officers of the Agency

BUDGET PROCESS COURSE

FOR

Employees directly involved in the budget formulation and execution phases of Agency financial management, including operational personnel responsible for segments of component or program budgets.

DATES

30 March - 3 April 1970 (At least one additional running is planned in the Fall of 1970).

PLACE

Room 1A-13, Headquarters

TIME

0830 - 1230 hours each day, Monday through Friday for one week.

PROGRAM

The course objectives are to provide:

- A. An understanding of the purposes and processes of Federal budgeting;
- B. Detailed instruction in the techniques of budget formulation and execution with special emphasis on Agency forms and procedures;
- C. The interrelationship of programming, budgeting and accounting activities.

The course will consist primarily of lectures by subject matter specialists, reference material, and class discussions.

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

(Over, please)

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GROUP 1
Excluded from automatic
downgrading and declassification

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REGISTRATION Limited to 30 students. Submit
Form 73 to AIR/ISS/TR, Room 832,
1000 North Glebe Road by 13 March.

ADDITIONAL For course content, call Gordon
INFORMATION [REDACTED] [REDACTED]
for registration assistance call
AIR/ISS/TR, [REDACTED]

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